

# AIR NATIONAL GUARD

## MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE  
NEW MEXICO NATIONAL GUARD  
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**ANNOUNCEMENT NUMBER: T-04-2005**

**CLOSING DATE: 29 January 2004**

**POSITION TITLE, SERIES, AND GRADE**

**SALARY RANGE**

**Supply Management Specialist**

**GS-2003-09**

**\$39,690 - \$51,599 per year**

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**AREA OF CONSIDERATION:** Permanent Presently Employed Excepted Federal Technicians in the New Mexico Air National Guard.

**APPOINTMENT FACTORS:** Excepted Federal Service – **Enlisted (E-8 and below).**

**POSITION LOCATION:** Supply, Management and Systems Flight, 150<sup>th</sup> Fighter Wing, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico.

**OPENING DATE:** 14 January 2004.

**DATE VACANCY EXISTS:** Currently exists.

**POSITION NUMBERS:** 80267000.

**POSITION POTENTIAL:** The top grade of this position is GS-09.

**APPOINTMENT REQUIREMENTS:** Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Air National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico.

**ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT:** This position is also advertised as Vacancy Announcement M-04-2005 AIR/AGR for permanent presently employed New Mexico Air National Guard AGR personnel who wish consideration with retention of AGR status.

RE-PROMOTION STATEMENT: New Mexico Air National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX.

EVALUATION METHOD: All applications will be initially screened against mandatory qualifications. A staff representative of the Human Resources Office will conduct the evaluation. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Air Force Specialty Code of: 2S0XX.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

GENERAL EXPERIENCE: Experience, education or training which has provided the applicant with a general knowledge of one or more aspects of the supply field.

SPECIALIZED EXPERIENCE: Must have twenty-four months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the Standard Base Level Supply System, its programs and procedures.
2. Knowledge and skill to analyze supply/budget reports to measure progress in meeting stock fund objectives, both local and major command.
3. Knowledge of and skills in utilization of personal computers.
4. Knowledge of Air Force Stock Fund, to include a detailed knowledge of Funds Management procedures and practices.
5. Ability to analyze stratification reports to measure progress in meeting objectives; to assemble and prepare statistical data depicting trends; to identify problems and take or recommend appropriate corrective actions; and to independently select and apply appropriate procedures.
6. Ability to communicate effectively both orally and in writing.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: Incumbent serves as the satellite Stock Fund Manager and to provide technical guidance and assistance to the Chief of Supply and subordinate managers in matters pertaining to all aspects of supply funds and provide expertise in matters relating to provisioning stock control, management of excess, requirements determination, requisitioning and equipment control. Develops and manages the Stock Fund Operating program for the General Systems and Repairable Support Divisions of the Air Force Stock Fund for the base. Considers such factors as stratification of inventories on hand, on order, intransit/committed, special support requirements, changes in base mission requirements, organizations supported, migration of items to and from Systems, General, and Repairable Support Divisions, availability of Operations and Maintenance (O&M) funds of customers supported, sales to non-O&M customers, historical data, in preparation of these programs.